

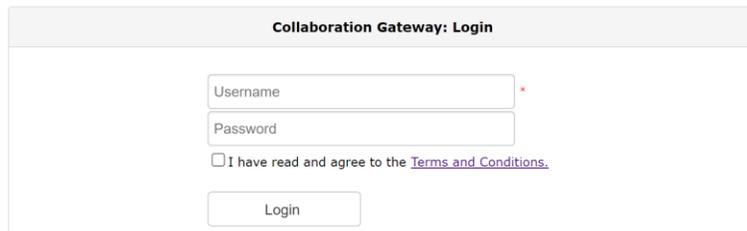
Quick Reference Guide Viewing a Solicitation

Attention: This document serves as a quick reference only. Please be sure to review the full Vendor Client User Manual before conducting business with the City of Rockville. This information can be found within the Collaboration Gateway under the document library.

Note: If you have never accessed the Collaboration Gateway, please see the Collaboration Portal – Announcement and Set-up Instructions.

1. Once an interested bidder locates a bid on the City of Rockville website or eMMA that they are interested in, to view the full solicitation, interested bidders must sign-in to the Collaboration Gateway and enter their credentials

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](http://rockvillemd.gov)



Collaboration Gateway: Login

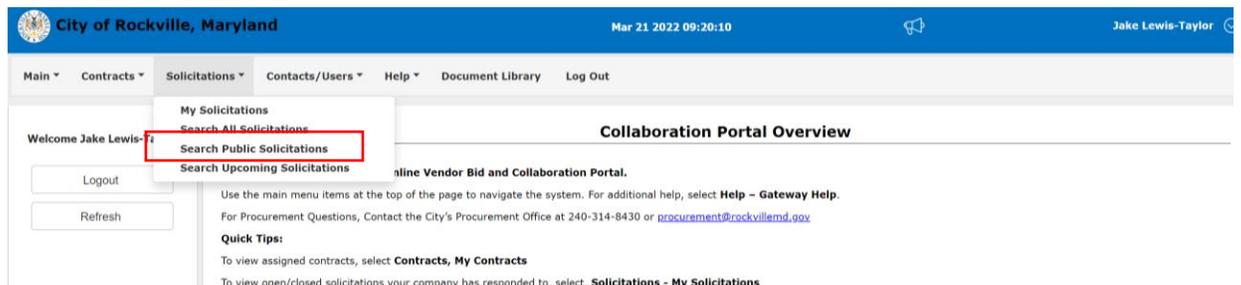
Username *

Password

I have read and agree to the [Terms and Conditions.](#)

Login

2. Once signed in, select the solicitation drop down menu and select public solicitations.



City of Rockville, Maryland

Mar 21 2022 09:20:10

Jake Lewis-Taylor

Main ▾ Contracts ▾ **Solicitations ▾** Contacts/Users ▾ Help ▾ Document Library Log Out

Welcome Jake Lewis-Taylor

Logout

Refresh

My Solicitations

- Search All Solicitations
- Search Public Solicitations**
- Search Upcoming Solicitations

Collaboration Portal Overview

Online Vendor Bid and Collaboration Portal.

Use the main menu items at the top of the page to navigate the system. For additional help, select **Help - Gateway Help**.

For Procurement Questions, Contact the City's Procurement Office at 240-314-8430 or procurement@rockvillemd.gov

Quick Tips:

To view assigned contracts, select **Contracts, My Contracts**

To view open/closed solicitations your company has responded to, select. **Solicitations - My Solicitations**

3. Once the solicitation opportunity is located in the listing, select “view” to open the solicitation details. Vendors may filter and search by solicitation, solicitation type, description, etc. to quickly locate a solicitation.

View	Solicitation ID	Solicitation Name	Solicitation Type	Description	Employee Contact	Bid Release Date	Bid Close Date	Contract Start Date	Questions Due Date
View	4	IFB 01-01 Service Uniforms	IFB	IFB 01-01 Services Uniforms		3/21/2022 9:00:00 AM	3/31/2022 2:00:00 PM		3/25/2022 3:30:00 PM

1 Page 1 of 1, items 1 to 1 of 1.

4. If interested in submitting a bid or proposal, the interested bidder must register as a respondent by selecting Interested in Responding under the drop-down menu located in the Response Status section of the Sourcing page (bottom of the page).

Response Status

Your organization response to this opportunity is: Assigned.

Indicate your organization's response status: Submit

- Interested in Responding
- NOT Interested in Responding
- Withdraw Response
- Bid is Finalized and Fully Submitted

Please note: Once registered as a respondent, all correspondence, addendums, etc. will only be available under Files, Documents, and Images section of the sourcing record. It is the vendors responsibility to check the sourcing record periodically for any updates as it relates to the solicitation.

Files, Documents, Images

Public Files:

1 Page 1 of 1, items 1 to 1 of 1.

View File	Description	Date
<input type="text" value="IFB_01-01_addendum_1.pdf"/>		<input type="text" value="3/21/2022 10:39:58 AM"/>

1 Page 1 of 1, items 1 to 1 of 1.